

Extracts from the Public School Laws...

SEC. 35. The Superintendent shall require, as part of the duty of the principal teacher in each school district, a record to be kept in the register of the school, showing the name, age and sex of all the educable children in the disrict, and the names and place of residence of the parents of each child, the same to be examined and approved by the local trustees and by the member of the County School Board who resides in the supervisor's district to which the school belongs.

SEC. 63. The principal teacher in a public free school shall keep a daily register of facts pertaining to that school, in such form as the school regulations require, and shall be responsible for the safe-keeping and delivery of the same to color of each pupil in attendance, and the names of absentees for each day. At the end of every month the said principal teacher shall, from the register so required to be kept, make out a report to the County Superintendent of the name, age, sex and color of each pupil in attendance during the month, and the number of days such pupil has attended. Such report shall be approved by at least two of the trustees, and certified to, and upon the filing of such report with him the County Superintendent shall issue to the teacher his pay certificate, and said report shall be carefully preserved in his office.

SEC. 64. Before entering upon their duties, all teachers of public free schools shall sign contracts in a form to be prescribed by the regulations of the State Board of Education; said contracts shall specify the position said teacher shall occupy in said school; the contract shall be signed in duplicate, and the teacher shall retain one copy thereof, and the Superintendent the other.

NOTE. 1. In giving the residence of parents the quarter section on which the

house is situated should be stated. Parents who do not know the quarter section can easily ascertain in most instances by referring to their tax receipts.

2. At the end of each month the "total days attendance" of each pupil should be transferred to the proper column in the "Term Report" in the back of the

3. If the teacher prefers, absence may be marked with a cross.

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